



**MED**  
**Power Board**  
**MED Power Board**  
**October 23, 2019, 9:30 am - 11:30 am**  
**City Council Chambers**

**MINUTES and DOCUMENTS**

# Table of Contents

Cover Page

Table of Contents

Minutes

Board Minutes - September 2019

Board Minutes - Special - October 2019

Balance Sheet September

Revenue\_Expense September

Ratios September

Board Report - Disbursements

Bad Debt Analysis - FY2020

Material Purchases . October 2019

Total Monthly Fuel Cost - Nov 2019

MED Rate Credit Check -2019- Final Report

HR Board Report Positions for October 2019

City of Murfreesboro

Fiber Summary - Power Board

Fiber Dashboard - Power Board

Replacement Bucket Trust

Longevity Pay

Holiday Gift Cards

# **MINUTES**

## **MED**

### **Power Board**

#### **MED Power Board**

**Wednesday, October 23, 2019, 9:30 am - 11:30 am**

**City Council Chambers**

- A. Call To Order
- B. Regular Business
  - 1. Minutes
- C. Informational
  - 1. Financials
  - 2. Disbursements
  - 3. Uncollectable Accounts
  - 4. Safety Loss Control Activities
  - 5. Material Purchases
  - 6. Fuel Cost Adjustment
- D. Reports
  - 1. General Manager Report
  - 2. HR Report
  - 3. City Projects
  - 4. Fiber Optics Strategic Report
- E. Action Items
  - 1. Replacement Bucket Truck
  - 2. Longevity
  - 3. Employee Holiday Gift Cards
- F. Other
  - 1. Next Power Board Meeting - November 20, 2019

# **REGULAR MEETING OF THE BOARD OF MURFREESBORO ELECTRIC DEPARTMENT**

**September 25, 2019**

The Board of Murfreesboro Electric Department (MED) met in regular session at 9:30 a.m., Wednesday, September 25, 2019, in the City Council Chambers at 111 West Vine Street, Murfreesboro, Tennessee.

Members Present: Irene Pitts-McDonald, Vice-Chair  
Richard Stone  
Ross Bradley  
Rick LaLance

Members Absent: Rick Hardesty

Also, present were P.D. Mynatt, General Manager; Lori Williams, Secretary-Treasurer; Craig Tindall, City Manager; Darren Gore, Utilities Director; and Adam Tucker, City Attorney.

Other MED staff members present were Philip Lim, Gena Dix, Daphnea Anderson, Jackie Whitaker, Matt Coram, Brandon Allen, Daniel Burks, and Chris Barns. Also, present were Ronnie Martin, Steven Reynolds, and Andy Dickey.

Ms. Pitts-McDonald called the meeting to order.

Mr. Stone made a MOTION to approve the minutes of the regular meeting held August 28, 2019. Mr. Ross SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

Ms. Williams presented information on August 2019-2018 financial reports. A list of August 2019 disbursements totaling \$23,298,189.91 and a list of uncollectible accounts for August 2019 in the amount of \$9,067.09 were presented for review. Additional information showing uncollectable accounts and payments on uncollectable accounts for August 2019 was presented.

In Safety and Loss Control Activities, Mr. Mynatt reported there have not been any safety and loss accidents for 2019.

Mr. Mynatt reported August 2019 material purchases under \$25,000 of \$280,403.00, purchases between \$25,000 and \$50,000 of \$83,890.00, and transformers purchased under the TVA contract of \$94,520.00.

Mr. Mynatt also reported the October 2019 total monthly fuel cost will be 1.528 cents per kilowatt-hour for standard service customers, 1.494 cents per kilowatt-hour for large manufacturing customers, and 1.486 cents per kilowatt-hour for large general service customers. The overall system average fuel rate for October is approximately 17% lower than the three-year average October FCA primarily due to a deferred account rate credit resulting from lower actual fuel costs in the fourth quarter and expectations for lower purchase power rates.

In the General Manager's Report, MED reached an all-time summer peak of 397 MW during August 2019. Also, a record for the most kWh purchased from TVA of 189,162,348 kWh in August 2019.

Mr. Mynatt reported the first of two transformers have been replaced at Pitts Lane substation. It should be energized during October. The second transformer will be replaced in the spring of 2020.

Mr. Mynatt reported a cracking problem with the masonry walls has been discovered at Kirk and Blackman substations. The cracking issue at Kirk was probably caused by a sink hole and the issue at Blackman may have been caused by French drain not working properly.

Mr. Mynatt reported MED will be hosting low energy efficiency DIY workshops on October 8<sup>th</sup> in celebration of Public Power Week.

Mr. Mynatt reported Murfreesboro City Schools have requested MED to become one of their Community Partners and participate in speaking to classes.

Ms. Dix reported Michael Gross will be promoted to 4<sup>th</sup> period Apprentice Lineman effective October 5, 2019. Ms. Dix reported six applications have been received for the Engineering Technician position and interviewing will be held soon. Additionally, Ms. Dix reported Mr. Mynatt has received authorization to combine two IT positions and to hire an IT Technician / Administrator.

The Board discussed the large number of vacant positions that have been on hold and the need for the positions. Ms. Dix shared some of the positions were

new positions, for example adding the twenty-four-hour dispatch center and some positions were being filled with part-time or contractors.

Mr. Lim presented the list of City Projects. There were no new projects added this month.

On the Fiber Committee, Mr. Barns reported there are 33 active projects with an estimated cost of \$410,000. The project is expected to be completed by the end of the year.

Mr. Stone made a MOTION to TABLE the FY2020 Budget Amendment. Mr. Ross SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

Mr. Tindall commended the MED staff for the safety record for 2019.

Mr. Tindall reported a Joint Meeting with City Council and the Power Board would be held on Thursday, October 3<sup>rd</sup> at 6:00 p.m. An Executive Session would be held at 5:00 p.m. the same day to discuss the transaction costs involved in the possible sale of MED.

Mr. Bradley made a MOTION to adjourn the meeting. Mr. Stone SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Chair

Approved\_\_\_\_\_

# **SPECIAL SESSION OF THE BOARD OF MURFREESBORO ELECTRIC DEPARTMENT**

**October 3, 2019**

The Board of Murfreesboro Electric Department (MED) met in special session with Murfreesboro City Council at 6:00 p.m., Thursday, October 3, 2019, in the City Council Chambers at 111 West Vine Street, Murfreesboro, Tennessee.

Members Present: Rick Hardesty, Chair  
Irene Pitts-McDonald  
Ross Bradley  
Members Absent: Richard Stone  
Rick LaLance

Also, present were P.D. Mynatt, General Manager; Lori Williams, Secretary-Treasurer; Craig Tindall, City Manager; and Adam Tucker, City Attorney.

Mr. Hardesty called the meeting to order.

Mr. Tindall thanked City Council and Board Members for their time for this special meeting. He stated discussions with Middle Tennessee Electric Membership Cooperation (MTEMC) were being held for the possible merger of operations with MED. In order to facilitate the completion of the transaction to be able to present to City Council, Mr. Tindall requested \$500,000 be set aside for professional services for legal, accounting and financial advice. Mr. Bradley made a MOTION to set aside \$500,000 for professional services related to the possible merger of operations with MTEMC and MED. Ms. Pitts-McDonald SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

Mr. Bradley made a MOTION to adjourn the meeting. Ms. Pitts-McDonald SECONDED the motion. The motion was UNANIMOUSLY APPROVED.

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Chair

Approved\_\_\_\_\_

**MURFREESBORO ELECTRIC DEPARTMENT  
COMPARATIVE BALANCE SHEET**

<b>ASSETS AND OTHER DEBITS</b>	<b>SEPTEMBER</b>	<b>SEPTEMBER</b>	<b>Increase/(Decrease)</b>	
	<b>2019</b>	<b>2018</b>	<b>Amount</b>	<b>Percent</b>

**UTILITY PLANT**

Electric Plant	229,089,357	221,972,335	7,117,022	3.21%
Less Depreciation	73,929,988	66,280,814	7,649,174	11.54%
<b>Total</b>	<b>155,159,369</b>	<b>155,691,521</b>	<b>(532,152)</b>	<b>-0.34%</b>
Unamortized Acquisition Adj.	834,424	1,040,418	(205,994)	-19.80%
<b>Total Plant - net</b>	<b>155,993,793</b>	<b>156,731,939</b>	<b>(738,146)</b>	<b>-0.47%</b>

**OTHER PROPERTY & INVESTMENTS**

Sinking Funds	131,694	132,087	(393)	-0.30%
Other Special Funds	679,275	677,918	1,357	0.20%
<b>Total</b>	<b>810,969</b>	<b>810,005</b>	<b>964</b>	<b>0.12%</b>

**CURRENT AND ACCRUED ASSETS**

Cash & Temporary Cash Investments	49,512,197	62,370,417	(12,858,220)	-20.62%
Accounts Receivable	15,387,374	14,682,294	705,080	4.80%
Materials and Supplies	2,347,053	2,072,175	274,878	13.27%
Prepayments	1,840,217	1,801,429	38,788	2.15%
Other Current Assets	3,992,044	3,255,570	736,474	22.62%
<b>Total</b>	<b>73,078,885</b>	<b>84,181,885</b>	<b>(11,103,000)</b>	<b>-13.19%</b>

**DEFERRED DEBITS**

Debt Expense	0	0	0	0.00%
Clearing Accounts	1,159	445	714	160.45%
Receivables-Conservation Loans	1,800,298	1,956,038	(155,740)	-7.96%
Other Deferred Debits	1,700,010	2,036,549	(336,539)	-16.52%
<b>Total</b>	<b>3,501,467</b>	<b>3,993,032</b>	<b>(491,565)</b>	<b>-12.31%</b>

<b>TOTAL ASSETS &amp; OTHER DEBITS</b>	<b>233,385,114</b>	<b>245,716,861</b>	<b>(12,331,747)</b>	<b>-5.02%</b>
--	--------------------	--------------------	---------------------	---------------

<b>LIABILITIES AND OTHER CREDITS</b>	<b>SEPTEMBER</b>	<b>SEPTEMBER</b>	<b>Increase/(Decrease)</b>	
	<b>2019</b>	<b>2018</b>	<b>Amount</b>	<b>Percent</b>

**EARNINGS REINVESTED IN SYSTEM**

Beginning of Year	187,969,082	180,086,085	7,882,997	4.38%
Current Year to Date	3,144,738	3,013,102	131,636	4.37%
<b>Total</b>	<b>191,113,820</b>	<b>183,099,187</b>	<b>8,014,633</b>	<b>4.38%</b>

**LONG -TERM DEBT**

Bonds and Other Long -Term Debt	4,167,000	5,282,000	(1,115,000)	-21.11%
Debt Premium and Discount	20,000	32,000	(12,000)	-37.50%
<b>Total</b>	<b>4,187,000</b>	<b>5,314,000</b>	<b>(1,127,000)</b>	<b>-21.21%</b>

**OTHER NON-CURRENT LIABILITIES**

Post Retirement Benefits	10,076,804	12,229,487	(2,152,683)	-17.60%
Conservation Loans - TVA	1,863,065	2,004,520	(141,455)	-7.06%
<b>Total</b>	<b>11,939,869</b>	<b>14,234,007</b>	<b>(2,294,138)</b>	<b>-16.12%</b>

**CURRENT & ACCRUED LIABILITIES**

Accounts Payable	11,527,976	27,583,405	(16,055,429)	-58.21%
Customer Deposits	10,329,541	9,997,307	332,234	3.32%
Interest Accrued	8,283	12,033	(3,750)	-31.16%
Other Current Liabilities	2,176,840	2,166,305	10,535	0.49%
<b>Total</b>	<b>24,042,640</b>	<b>39,759,050</b>	<b>(15,716,410)</b>	<b>-39.53%</b>

<b>OTHER DEFERRED CREDITS</b>	<b>2,101,785</b>	<b>3,310,617</b>	<b>(1,208,832)</b>	<b>-36.51%</b>
-------------------------------	------------------	------------------	--------------------	----------------

<b>TOTAL LIABILITIES &amp; OTHER CREDITS</b>	<b>233,385,114</b>	<b>245,716,861</b>	<b>(12,331,747)</b>	<b>-5.02%</b>
--	--------------------	--------------------	---------------------	---------------



**MURFREESBORO ELECTRIC DEPARTMENT  
COMPARATIVE REVENUE AND EXPENSE STATEMENT**

	SEPTEMBER 2019	SEPTEMBER 2018	Increase(Decrease)		FYTD 2020	FYTD 2019	Increase(Decrease)	
	2019	2018	Amount	Percent		2019	Amount	Percent
OPERATING REVENUE								
Electric Sales Revenue	15,986,425	14,158,535	1,827,890	12.91%	51,686,755	49,240,692	2,446,063	4.97%
Revenue from Late Payments	100,019	95,006	5,013	5.28%	284,848	296,472	(11,624)	-3.92%
Misc. Service Revenue	175,285	177,455	(2,170)	-1.22%	567,105	577,890	(10,785)	-1.87%
Rent from Electric Property	74,520	71,727	2,793	3.89%	253,893	215,239	38,654	17.96%
Other Electric Revenue	0	0	0	0.00%	0	0	0	0.00%
Total Operating Revenue	16,336,249	14,502,723	1,833,526	12.64%	52,792,601	50,330,293	2,462,308	4.89%
PURCHASED POWER								
	13,899,408	12,639,087	1,260,321	9.97%	43,541,872	41,162,695	2,379,177	5.78%
OPERATING EXPENSE								
Distribution Expense	119,729	153,241	(33,512)	-21.87%	537,162	595,786	(58,624)	-9.84%
Customer Accounts Expense	172,596	171,494	1,102	0.64%	508,011	551,027	(43,016)	-7.81%
Customer Service & Info. Expense	16,343	11,462	4,881	42.58%	51,625	38,070	13,555	35.61%
Sales Expense	15,108	18,818	(3,710)	-19.72%	60,755	72,432	(11,677)	-16.12%
Administrative & General Expense	377,040	411,790	(34,750)	-8.44%	1,179,919	1,248,617	(68,698)	-5.50%
Total Operating Expense	700,816	766,805	(65,989)	-8.61%	2,337,472	2,505,932	(168,460)	-6.72%
MAINTENANCE EXPENSE								
Distribution Expense	171,907	113,712	58,195	51.18%	586,796	445,176	141,620	31.81%
Administrative & General Expense	30,786	4,639	26,147	563.63%	90,676	83,325	7,351	8.82%
Total Maintenance Expense	202,693	118,351	84,342	71.26%	677,472	528,501	148,971	28.19%
OTHER OPERATING EXPENSE								
Depreciation Expense	748,984	652,816	96,168	14.73%	2,244,641	1,931,161	313,480	16.23%
Amortization of Acquisition Adj.	16,720	20,587	(3,867)	-18.78%	50,159	61,762	(11,603)	-18.79%
Taxes and Tax Equivalents	354,994	369,001	(14,007)	-3.80%	1,077,888	1,129,318	(51,430)	-4.55%
Total Other Operating Expense	1,120,698	1,042,404	78,294	7.51%	3,372,688	3,122,241	250,447	8.02%
TOTAL OPER EXP & PURCH PWR	15,923,615	14,566,647	1,356,968	9.32%	49,929,504	47,319,369	2,610,135	5.52%
INCOME								
Operating Income	412,634	(63,924)	476,558	745.51%	2,863,097	3,010,924	(147,827)	-4.91%
Other Income	92,017	10,638	81,379	764.98%	308,295	31,247	277,048	886.64%
Total Income	504,651	(53,286)	557,937	1047.06%	3,171,392	3,042,171	129,221	4.25%
Miscellaneous Income Deductions	3,787	100	3,687	3687.00%	4,287	850	3,437	404.35%
Net Income Before Debt Exp	500,864	(53,386)	554,250	-1038.19%	3,167,105	3,041,321	125,784	4.14%
DEBT EXPENSE								
Interest on Long Term Debt	7,848	10,199	(2,351)	-23.05%	23,407	29,269	(5,862)	-20.03%
Other Interest Expense	49	46	3	6.52%	145	135	10	7.41%
Amortization of Debt Discount & Exp.	605	605	0	0.00%	1,815	1,815	0	0.00%
Amortization of Premium on Debt.	(1,000)	(1,000)	0	0.00%	(3,000)	(3,000)	0	0.00%
Total Debt Expense	7,502	9,850	(2,348)	-23.84%	22,367	28,219	(5,852)	-20.74%
NET INCOME	493,362	(63,236)	556,598	-880.19%	3,144,738	3,013,102	131,636	4.37%

# MURFREESBORO ELECTRIC DEPARTMENT

## STATISTICAL DATA

	SEPTEMBER 2019	SEPTEMBER 2018	INCREASE (DECREASE) AMOUNT PERCENT	
KWH PURCHASED	180,517,156	164,614,722	15,902,434	9.66%
KWH SOLD/USED	171,806,756	157,945,649	13,861,107	8.78%
COST PER KWH PURCHASED (CENTS)	7.70	7.68	0.02	0.26%

	FYTD 2020	FYTD 2019	INCREASE (DECREASE) AMOUNT PERCENT	
KWH PURCHASED	557,732,438	533,192,599	24,539,839	4.60%
KWH SOLD/USED	538,176,799	518,625,958	19,550,841	3.77%
COST PER KWH PURCHASED (CENTS)	7.81	7.72	0.09	1.17%

## CUSTOMER DATA

	SEPTEMBER 2019	SEPTEMBER 2018	INCREASE (DECREASE) AMOUNT PERCENT	
RESIDENTIAL	59,245	57,149	2,096	3.67%
LESS THAN 50 KW	6,354	6,277	77	1.23%
GREATER THAN 50 KW	1,016	1,058	(42)	-3.97%
STREET AND ATHLETIC	153	146	7	4.79%
TOTAL CUSTOMERS	66,768	64,630	2,138	3.31%

## FINANCIAL RATIOS

	SEPTEMBER 2019	SEPTEMBER 2018
CURRENT RATIO	3.04	2.12
ACID TEST	2.70	1.94
DEBT TO EQUITY RATIO	0.027	0.034

	SEPTEMBER 2019	SEPTEMBER 2018	FYTD 2020	FYTD 2019
OPERATING RATIO	90.62%	93.25%	88.19%	87.81%
NET INCOME(CENTS) / \$ OF REVENUE	3.02	-0.44	5.96	5.99

**DISBURSEMENTS & ACH TRANSFERS**  
**SEPTEMBER 2019**

<b>VENDOR</b>	<b>DATE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
MED - Deposit Refund Account	9/16/2019	\$20,728.72	Transfer Funds
MED - Payroll	9/6/2019	\$202,294.55	Employee Direct Deposit
MED - Payroll	9/6/2019	\$515.70	Transfer Funds to Flexible Reimbursement Account
MED - Deposit Refund Account	9/10/2019	\$20,455.34	Transfer Funds
MED - Deposit Refund Account	9/19/2019	\$18,151.34	Transfer Funds
MED - Sinking Fund	9/6/2019	\$32,904.18	Transfer Funds
MED - Deposit Refund Account	9/4/2019	\$17,893.28	Transfer Funds
MED - Payroll	9/20/2019	\$199,339.06	Employee Direct Deposit
MED - Payroll	9/20/2019	\$515.70	Transfer Funds to Flexible Reimbursement Account
MED - Credit Card	9/23/2019	\$1,000.00	Transfer Funds to Philip Lim's Credit Card
Check Register		\$13,157,137.22	
Total		\$13,670,935.09	

**Bad Debt Analysis  
For Fiscal Year 2020**

	<b>Uncollectable Accounts</b>	<b>Payments Collected</b>	<b>Net Expense</b>
<b>July 2019</b>	8,102.98	(7,142.17)	960.81
<b>Aug 2019</b>	9,067.09	(4,764.97)	4,302.12
<b>Sept 2019</b>	15,024.84	(5,663.02)	9,361.82
<b>Oct 2019</b>			0.00
<b>Nov 2019</b>			0.00
<b>Dec 2019</b>			0.00
<b>Jan 2020</b>			0.00
<b>Feb 2020</b>			0.00
<b>March 2020</b>			0.00
<b>April 2020</b>			0.00
<b>May 2020</b>			0.00
<b>June 2020</b>			0.00
<b>Totals</b>	<b>\$32,194.91</b>	<b>(\$17,570.16)</b>	<b>\$14,624.75</b>

	<b>Sales</b>	<b>Bad Debt to Sales</b>
<b>July 2019</b>	17,222,587.03	0.0056%
<b>Aug 2019</b>	18,477,742.88	0.0233%
<b>Sept 2019</b>	15,986,425.32	0.0586%
<b>Oct 2019</b>		
<b>Nov 2019</b>		
<b>Dec 2019</b>		
<b>Jan 2020</b>		
<b>Feb 2020</b>		
<b>March 2020</b>		
<b>April 2020</b>		
<b>May 2020</b>		
<b>June 2020</b>		
<b>Totals</b>	<b>\$51,686,755.23</b>	<b>0.0283%</b>



205 N Walnut St  
P.O. Box 9  
Murfreesboro, TN 37133-0009  
Office: 615-893-5514  
Fax: 615-893-8375  
www.MurfreesboroElectric.com

MEMORANDUM

TO: MED Power Board

FROM: Diane Simpkins, Director of Purchasing

DATE: Wednesday, October 16, 2019

RE: Material Purchases

PURCHASES UNDER \$25,000: \$ 207,695.10

PURCHASES BETWEEN \$25,000 - \$50,000:

PURCHASE ORDER #	VENDOR	ITEM	QUANTITY		AMOUNT
23555	Border States	24' al. street light pole	60	\$	27,654.60
23545	Border States	12' Black sitelink pole	25	\$	16,419.50
		60W LED Granville fixture	25	\$	16,492.00
23538	Irby	1/0 conc. Cable	7651'	\$	16,281.33
		4/0 conc. Cable	7,466	\$	18,881.51
23524	Advance Control	Hardware/software upgrad			
		SCADA	1	\$	27,701.00
					<u>\$ 95,728.94</u>

TRANSFORMER PURCHASES FROM BLANKET:

PURCHASE ORDER #	VENDOR	ITEM	QUANTITY		AMOUNT
	Ermco	25 kva pad SS tank	4	\$	6,120.00
		50 kva pad SS tank	2	\$	3,630.00
	Ermco	300 kva 3 ph pad	1	\$	11,540.00

Total Transformers \$ 21,290.00

Grand Total \$ 324,714.04

## For Internal Use Only – Not For Distribution to Media

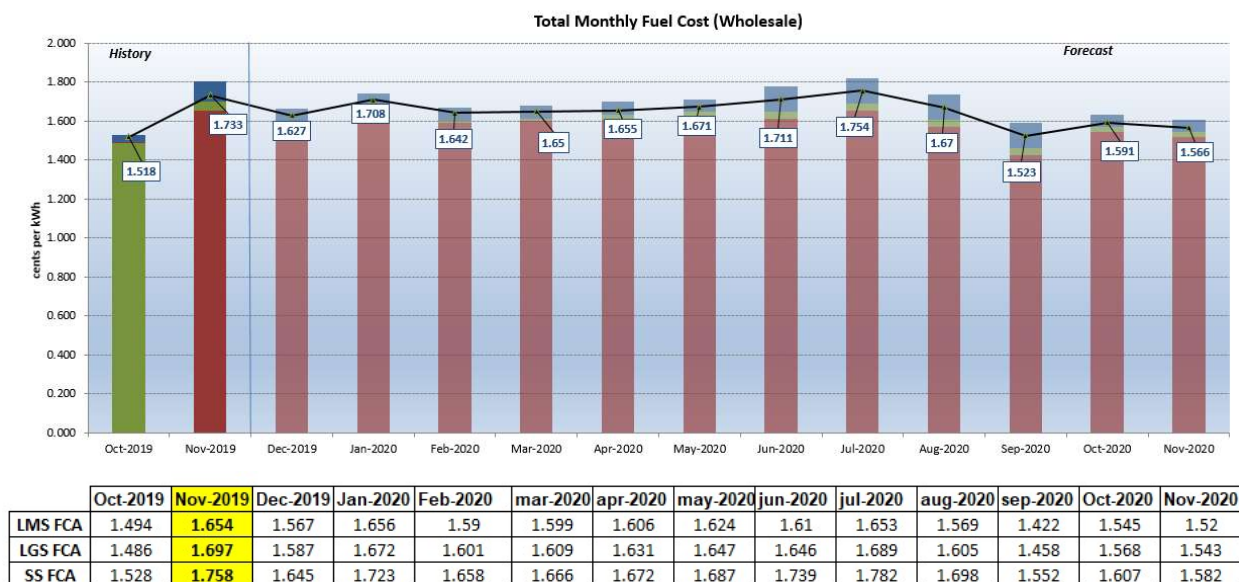
### Total Monthly Fuel Cost Communication – November 2019

#### Total Monthly Fuel Cost – November 2019

The total monthly fuel cost will be 1.758 cents per kWh for Standard Service customers, 1.654 cents per kWh for Large Manufacturing customers, and 1.697 cents per kWh for Large General Service customers.

The overall system average fuel rate for November is approximately 12% lower than the three-year average November FCA. This is primarily due to more nuclear availability compared to the average 3 year plan.

#### Total Monthly Fuel Cost Forecast: November 2019 to November 2020



*The monthly fuel cost forecast represents current expectations and operational conditions and is subject to change at any time. Actual fuel cost amounts in future months are subject to considerable risks and could vary widely from the current forecast.*

<b>Murfreesboro Electric Department</b>	<b>149</b>			
<b>Date of Fieldwork</b>	<b>8/28/2019</b>			
<b>Dates of Data Reviewed</b>	<b>Oct/17 - Jan/19</b>			
<b>Compliance Assessment in same FY</b>	<b>No</b>			
<b>Summary</b>	<b>Exceptions Noted</b>	<b>Follow-Up Required</b>	<b>Score</b>	<b>Target</b>
<b>Reporting</b>				
DARS Monthly Reports on Time	No Exceptions Noted	Not Applicable	5	5
ESS XML files up to date and correct	No Exceptions Noted	Not Applicable	5	5
Annual Report on Time	No Exceptions Noted	Not Applicable	10	10
Municipality Tax Equivalent on Time	No Exceptions Noted	Not Applicable	2	2
External Auditor's Report	Exception(s) Noted	Not Applicable	2	3
<b>Reporting Total</b>			<b>24</b>	<b>25</b>
<b>Retail Credit Review</b>				
EGC Recalculation	No Exceptions Noted	Not Applicable	5	5
EGC Contracts	No Exceptions Noted	Not Applicable	5	5
GMC Recalculation	No Exceptions Noted	Not Applicable	5	5
GMC Contracts	No Exceptions Noted	Not Applicable	5	5
VII Reconciliation	No Exceptions Noted	Not Applicable	5	5
<b>Retail Credit Review Total</b>			<b>25</b>	<b>25</b>
<b>Rate Review</b>				
Rate Recalculation Residential to GSA3	No Exceptions Noted	Not Applicable	10	10
Rate Recalculation > GSA3	No Exceptions Noted	Not Applicable	10	10
Large Consumer Wholesale/Retail Class	No Exceptions Noted	Not Applicable	15	15
Lighting Facilities Charge	No Exceptions Noted	Not Applicable	10	10
<b>Rate Review Total</b>			<b>45</b>	<b>45</b>
<b>Controls</b>				
Exceptions Corrected or Response noted	No Exceptions Noted	Not Applicable	5	5
<b>Controls Total</b>			<b>5</b>	<b>5</b>
<b>Summary Total</b>			<b>99</b>	<b>100</b>

Exceeds	>95
Meets	88-94
Needs Improvement	80-87
Reassess	<80

V02.25.2019

Reporting	
DARS Monthly Reports on Time	
Purpose:	Various business units within TVA rely on the data submitted monthly in order to complete mission critical tasks. (I.E. Rate evaluation, EIA-861, MUNI-COOP)
TVA Contract:	Schedule of Terms And Conditions, Paragraph 1(c): "LPC" shall furnish to TVA such printed operating, statistical, and financial reports relating to electric system monthly operations as may reasonably be requested by TVA. Such monthly reports to TVA should be submitted not later than 30 days after each calendar monthly end.
Source(s):	DARS, RA Dashboard
Testing Process:	A query of the DARS system is completed when "Scorecard Work papers" are created. This query compares the dates of submittal with the due dates for a rolling 12 months. In addition to this test, the Regulatory Assurance Analyst's (RA) dashboard tracks on time reports throughout the Fiscal Year. /// NOTE: The months of June - September are given excess time over the 30 days due to the background of the dates. (June is fiscal year end, July-September is reserved for TVA to update the DARS system to the next fiscal year.) ///
Scope:	DARS Dates: Oct-2017 through Jan-2019
Scoring:	All on time: 5pts, 1 Late: 4 pts, 2 Late: 3 pts, 3 Late: 2 pts, 4 Late: 1 pts, More than 4 Late: 0 pts
Timeframe Reviewed:	12 months ending Jan 2019
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	5
ESS XML files up to date and correct	
Purpose:	Various business units within TVA rely on the data submitted monthly in order to complete mission critical tasks. (I.E. Rate evaluation, Wholesale Billing, Cost of Service)
TVA Contract:	Schedule of Terms And Conditions, Paragraph 1(c): "LPC" shall furnish to TVA such printed operating, statistical, and financial reports relating to electric system monthly operations as may reasonably be requested by TVA.  <i>For distributors electing to be billed at wholesale on a calendar month basis, TVA should receive the XML data files by the 20th of the calendar month following the statistical reporting. For distributors electing to remain on a non-calendar month wholesale billing cycle, TVA should receive the XML data files no later than 10 days prior to the next wholesale meter reading date.</i>
Source(s):	ESS, Scorecard Database, DARS, Distributor Statistics, TVA ESS staff
Testing Process:	A query of the ESS system is completed when "Scorecard Work papers" are created. Throughout the Rate and Credit Check, RA uses the "Scorecard Database" to research customers, compare customer bills and credits, and research exceptions. In addition to these reviews, RA reconciles ESS and DARS data at year; and works with TVA ESS staff when needed to validate ESS submissions are timely and accurate. In addition, the timeliness of report will be monitored for the dates of data reviewed. The LateESS tab will be populated should any ESS submissions be submitted after the ESS deadline.
Scope:	Oct/17 - Jan/19
Scoring:	Each instance of an incomplete column or misreported item in the Large Consumer report deducts 1 point. For ESS XML Reports: All on time: 5 pts, 1 Late: 4 pts, 2 Late: 3 pts, 3 Late: 2 pts, 4 Late: 1 pt, More than 4 Late: 0 pts.
Timeframe Reviewed:	12 months ending Jan 2019
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	5
Annual Report on Time	
Purpose:	Various business units within TVA rely on the data submitted in the DARS system in order to complete mission critical tasks. (I.E. Rate evaluation, EIA-861, MUNI-COOP)
TVA Contract:	Schedule of Terms And Conditions, Paragraph 1(c): "LPC" shall supply TVA not later than August 15 of each year with an annual financial report in such form as may be requested, of electric system assets and liabilities as of June 30.
Source(s):	DARS, Annual Report Log
Testing Process:	RA tracks the LPC's submission of the Annual Report and records the date on the Regulatory Assurance shared network drive, under Annual Report log. /// NOTE: LPC is scored on the prior fiscal year's submission. ///
Scope:	Prior fiscal year.
Scoring:	On/Before: Aug 15th: 10 points, Aug 30th: 8, Sept. 15th: 7, Sept. 30th 5, Oct. 15th 1
Date Submitted:	Annual Report ending June 30, 2018 (Due Aug 15, 2018)
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	10



Municipality Tax Equivalent on Time	
Purpose:	Various business units within TVA rely on the data submitted in the DARS system in order to complete mission critical tasks. (I.E. Rate evaluation, EIA-861, MUNI-COOP)
TVA Contract:	Schedule of Terms And Conditions, Paragraph 2( a ): To the extent revenues are available after the satisfaction of all items set forth in paragraphs (1), (2), and (3) of section 6(a) of the contract of which these Terms and Conditions are a part, Municipality may take each year from the electric system, in lieu of taxes, an amount representing the fair share of the cost of government properly to be borne that year by its electric system, not to exceed a maximum amount (including any refunds or other benefits accruing to Municipality's nonelectric operations as a consequence of any State or Federal taxes or charges upon Municipality's electric operations) calculated by applying the prevailing municipal, county and State property tax rates to the depreciated original cost of tangible property used in electric operations within the respective taxing jurisdictions at the beginning of each tax year. <u>Determination of the amount to be taken in lieu of taxes for each year shall be made as early in each year as practicable and shall become final at the end of such year.</u>
Source(s):	DARS, RA Dashboard, Tax Equivalent Calculation
Testing Process:	RA tracks the LPC's submission of the Tax Equivalent and records the date on the Regulatory Assurance shared network drive, under Distributor Dashboard.
Scope:	/// NOTE: COOPs are not required to submit Tax Equivalents as of FY 2014. /// NOTE2: During the DARS FY review, DA reviews the Tax Equivalent and compares the amounts provided on the tax detail pages for reasonableness. ///
Scoring:	On/Before: Nov. 30th 2 points, Dec. 30th: 1 /// NOTE: Some LPCs have different due dates due to local deadlines. ///
Date Submitted:	30-Nov-18
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	2
External Auditor's Report	
Purpose:	Various business units within TVA rely on the data submitted in the DARS system in order to complete mission critical tasks. (I.E. Rate evaluation, EIA-861, MUNI-COOP)
TVA Contract:	Schedule of Terms And Conditions, Paragraph 1( d ): "LPC" shall have the electric system financial statements examined annually by independent certified public accountants in accordance with generally accepted auditing standards. <u>A copy of the audit report and any related letters to "LPC" from the certified public accountants shall be provided to TVA. These documents should be provided to TVA not later than October 31 of each year.</u>
Source(s):	DA Dashboard, DARS, Audit Reconciliation
Testing Process:	RA tracks the LPC's submission of the External Auditor's Report and records the date on the Regulatory Assurance's shared network drive, under Distributor Dashboard. RA also reconciles the External Auditor's Report to the information submitted to DARS.
Scope:	Prior fiscal year.
Scoring:	On/Before: Oct 31st: 3 points, Nov. 30th: 2, Dec. 31st: 1 /// NOTE: Some LPCs have different due dates due to actual FY end. ///
Date Submitted:	29-Nov-18
Testing Results:	Exception(s) Noted
Exception(s) if Applicable:	Notified LPC that due date is Oct 31
Follow-up Required:	None
Responsibility for Follow-Up:	Not Applicable
Actual Score:	2
Reporting Total	24

EGC Credit Review	
EGC Recalculation	
Purpose:	To ensure that LPCs are properly applying rates and credits to the appropriate qualifying customers. To provide assurance that credits and rates are being applied appropriately throughout LPC customer base and not applying discriminatory rebates to unqualified consumers.
TVA Contract:	Section 5 (a) : "LPC" agrees that the power purchased hereunder shall be sold and distributed to the ultimate consumer without discrimination among consumers of the same class, and that no discriminatory rate, <u>rebate, or other special concession</u> will be made or given to any consumer, directly or indirectly.
Source(s):	ESS, LPC's Retail Bill (sample), LPC's Statistics
Testing Process:	(1.) A query of the ESS system is completed when "Scorecard Work papers" are created. This query produces the amount of credit submitted to TVA via the ESS system. (2.) RA requests LPC's statistics for 3 selected months. (In the instance of exceptions, more months may be tested.) (3.) RA selects a sample of 3 Retail invoices for comparison. (4.) RA then uses the "Scorecard Work papers" EGC tab to recalculate the credit for all EGC customers (In the instance of a large population, a sample of no less than 10 consumers may be recalculated per month), comparing the recalculation, retail bill, ESS, and LPC's statistics.
Scope:	Three selected months within the current fiscal year or prior fiscal year last 4 months. All consumers for small populations or a minimum of 10 consumers for large populations. Minimum of 3 retail invoices are used for comparison.
Scoring:	No errors: 5 Points; Minor issue (Sic Code mismatch, contract demand mismatch): deduct 1 point each; Major issue (Ineligible, miscalculation) : deduct 2 points each.
Timeframe Reviewed:	Sept, Oct, Dec 2018
Number of Customers:	1
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	5
EGC Contracts	
Purpose:	To assure that proper contracts are in place in distributing EGC Credits.
TVA Contract:	Section 5 (a) : "LPC" agrees that the power purchased hereunder shall be sold and distributed to the ultimate consumer without discrimination among consumers of the same class, and that no discriminatory rate, <u>rebate, or other special concession</u> will be made or given to any consumer, directly or indirectly.
Source(s):	Consumer EGC Contract
Testing Process:	(1.) A query of the ESS system is completed when "Scorecard Work papers" are created. This query produces the amount of credit submitted to TVA via the ESS system. (2.) RA requests LPC's EGC contracts for active consumers.* (3.) RA reviews the contract to ensure eligibility, proper signatures, and calculations are being used. */// Note: Due to the nature of how the EGC credit is applied, contracts are usually necessary to correctly recalculate the credit.///
Scope:	Consumers who are actively receiving and/or eligible for EGC credits. All consumers for small populations or a minimum of 10 consumers for large populations.
Scoring:	All available the day of the review: 5 points; Each missing contract: deduct 1 point (Less than 5 contracts, a percentage with a multiplier of 5 rounded to the closest whole number will be used). (LPCs are given up to 5 business days to obtain contract for points.) /// Note: Due to the EGC program being phased out, LPCs are not being required to obtain new signed contracts, however, the customer's eligibility needs to be reviewed by LPC completing an unsigned contract (0 points). ///
Timeframe Reviewed:	Sept, Oct, Dec 2018
Number of Customers:	1
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	5
EGC Credit Review Total	10

GMC Credit Review	
GMC Recalculation	
Purpose:	To ensure that LPCs are properly applying rates and credits to the appropriate qualifying customers. To provide assurance that credits and rates are being applied appropriately throughout LPC customer base and not applying discriminatory rebates to unqualified consumers.
TVA Contract:	Section 5 (a) : "LPC" agrees that the power purchased hereunder shall be sold and distributed to the ultimate consumer without discrimination among consumers of the same class, and that no discriminatory rate, <u>rebate, or other special concession</u> will be made or given to any consumer, directly or indirectly.
Source(s):	ESS, LPC's Retail Bill (sample), LPC's Statistics
Testing Process:	(1.) A query of the ESS system is completed when "Scorecard Work papers" are created. This query produces the amount of credit submitted to TVA via the ESS system. (2.) RA requests LPC's statistics for 3 selected months. (In the instance of exceptions, more months may be tested.) (3.) RA selects a sample of 3 Retail invoices for comparison. (4.) RA then uses the "Scorecard Work papers" GMC tab to recalculate the credit for all GMC customers (In the instance of a large population, a sample of no less than 10 consumers may be recalculated per month), comparing the recalculation, retail bill, ESS, and LPC's statistics.
Scope:	Three selected months within the current fiscal year or prior fiscal year last 4 months. All consumers for small populations or a minimum of 10 consumers for large populations. Minimum of 3 retail invoices are used for comparison.
Scoring:	No errors: 5 Points; Minor issue (Sic Code mismatch, contract demand mismatch): deduct 1 point each; Major issue (Ineligible, miscalculation) : deduct 2 points each.
Timeframe Reviewed:	Sept, Oct, Dec 2018
Number of Customers:	10 for Sept; 9 for Oct & Dec
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	5
GMC Contracts	
Purpose:	To assure that proper contracts are in place in distributing GMC Credits.
TVA Contract:	Section 5 (a) : "LPC" agrees that the power purchased hereunder shall be sold and distributed to the ultimate consumer without discrimination among consumers of the same class, and that no discriminatory rate, <u>rebate, or other special concession</u> will be made or given to any consumer, directly or indirectly.
Source(s):	Consumer GMC Contract
Testing Process:	(1.) A query of the ESS system is completed when "Scorecard Work papers" are created. This query produces the amount of credit submitted to TVA via the ESS system. (2.) RA requests LPC's GMC contracts for active consumers. (3.) RA reviews the contract to ensure eligibility, proper signatures, and calculations are being used.
Scope:	Consumers who are actively receiving and/or eligible for GMC credits. All consumers for small populations or a minimum of 10 consumers for large populations.
Scoring:	All available the day of the review: 5 points; Each missing contract: deduct 1 point (Less than 5 contracts, a percentage with a multiplier of 5 rounded to the closest whole number will be used). (LPCs are given up to 5 business days to obtain contract for points.)
Timeframe Reviewed:	Sept, Oct, Dec 2018
Number of Customers:	10
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	5
<b>GMC Credit Review Total</b>	<b>10</b>

VII Credit Review	
VII Reconciliation	
Purpose:	To ensure that LPCs are properly applying rates and credits to the appropriate qualifying customers. To provide assurance that credits and rates are being applied appropriately throughout LPC customer base and not applying discriminatory rebates to unqualified consumers.
TVA Contract:	Section 5 (a) : "LPC" agrees that the power purchased hereunder shall be sold and distributed to the ultimate consumer without discrimination among consumers of the same class, and that no discriminatory rate, <u>rebate, or other special concession</u> will be made or given to any consumer, directly or indirectly.
Source(s):	ESS, LPC's Statistics, Wholesale Invoice
Testing Process:	<p>(1.) A query of the ESS system and Lodestar (Wholesale Invoice) is completed when "Scorecard Work papers" are created. This query produces the amount of credit submitted to TVA via the ESS system and the amount recorded on the wholesale invoice for a rolling 12 month period.</p> <p>(2.) RA requests LPC's statistics for 3 selected months. (In the instance of exceptions, more months may be tested.)</p> <p>(3.) RA selects a sample of up to 3 Retail invoices for comparison.</p> <p>(4.) RA then uses the "Scorecard Work papers" VII tab to compare the retail invoice, ESS, wholesale invoice, and LPC's statistics.</p>
Scope:	Latest 12 months for ESS and Wholesale invoice comparisons. Three months for LPC's statistics and three retail invoices.
Scoring:	No errors: 5 Points; Exceptions: deduct 1 point each non-reconciling item.
Timeframe Reviewed:	Sept, Oct, Dec 2018
Number of Customers:	9
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	5
<b>VII Credit Review Total</b>	<b>5</b>
Special Note for VII:	The contract for the VII program is initiated by TVA Economic Development (ED). ED submits the yearly payment schedule to TVA Revenue Billing (RB) and RB maintains the wholesale invoice. LPCs then pass the credit to the end consumer. RA does not test the contract, eligibility, nor the recalculation of the VII credit because this would be a duplication of effort. Contract, eligibility, and credit amount is the responsibility of ED and wholesale invoice application is the responsibility of RB. RA reviews VII to ensure the proper agreed upon amounts are passed from LPC to end use consumer. RA will notate and issue a statement to ED and RB in the event normal testing indicates an error in the ED or RB amounts, timeframes, etc...

Rate Review	
Rate Recalculation Residential to GSA3	
Purpose:	To ensure that LPCs are properly applying rates and credits to the appropriate qualifying customers. To provide assurance that credits and rates are being applied appropriately throughout LPC customer base and not applying discriminatory rebates to unqualified consumers.
TVA Contract:	<p>Section 5 (a) "LPC" agrees that the power purchased hereunder shall be sold and distributed to the ultimate consumer without discrimination among consumers of the same class, and that no discriminatory rate, rebate, or other special concession will be made or given to any consumer, directly or indirectly.</p> <p>(b) "LPC" agrees to serve consumers, including all municipal and governmental customers and departments, at and in accordance with the rates, charges, and provisions set forth for the several classes thereof in Schedules , , , and of said Schedule of Rates and Charges, and not to depart there from except as the parties hereto may agree upon surcharges, special minimum bills, or additional resale schedules for special classes of consumers or special uses of electric energy, and except as provided in subsection (c) next following.</p> <p>(c) If the rates and charges provided for in said resale schedules do not produce revenues sufficient to provide for the operation and maintenance of the electric system on a self-supporting and financially sound basis, including requirements for interest and principal payments on indebtedness incurred or assumed by "LPC" for the acquisition, extension, or improvement of the electric system (hereinafter called "System Indebtedness"), the parties shall agree upon, and "LPC" shall put into effect promptly, such changes in rates and charges as will provide the increased revenues necessary to place the system upon a self-supporting and financially sound basis. If the rates and charges in effect at any time provide revenues that are more than sufficient for such purposes, as more particularly described in section 6 hereof, the parties shall agree upon a reduction in said rates and charges, and "LPC" shall promptly put such reduced rates and charges into effect.</p>
Source(s):	ESS (FCA and SOA database), ESS (Large Consumer and Summary), LPC retail Invoice
Testing Process:	<p>(1.) A query of the ESS system is completed when "Scorecard Work papers" are created. This query produces the TVA Statement of Amounts data and FCA data for a period covering 2 fiscal years.</p> <p>(2.) RA requests LPC's retail invoice for each customer class available. The invoice selection should include no less than 3 retail invoices* covering the seasonal periods ("Transition"; "Summer"; and "Winter"). (In the instance of exceptions, a larger sample may be requested.)</p> <p>(3.) RA applies the supplied invoices to the "Scorecard Work papers" appropriate class tab. This recalculation tests both rate application and approved consumer rates.</p> <p>*/// Note: Residential and GSA1 invoices are selected via the LPC's billing register (TVA does not collect this data from LPCs). GSA2 and GSA3 may be selected via ESS information or the LPC's billing register.</p>
Scope:	A retail invoice for each available class code for each of the 3 seasonal periods within the current fiscal year or the latest 4 months of the prior fiscal year.
Scoring:	No exceptions: 10 Points; Deduct 2 points for each exception.
Classes Selected (check all that apply):	<input checked="" type="checkbox"/> RES - 22 <input checked="" type="checkbox"/> GSA1 - 40 <input checked="" type="checkbox"/> GSA2 - 50 <input checked="" type="checkbox"/> GSA3 - 54 <input type="checkbox"/> GSA3 - 272 <input type="checkbox"/> TRS - 32D <input type="checkbox"/> RES TOU - 32 <input type="checkbox"/> GSA1 SEA- 49 <input type="checkbox"/> GSA2 SEA- 57 <input checked="" type="checkbox"/> GSA3 - 55 <input type="checkbox"/> GSA3 - 273 <input type="checkbox"/> TRS - 32E <input type="checkbox"/> RS - 257 <input type="checkbox"/> TOUGSA1 - 93 <input type="checkbox"/> TOUGSA2 - 95 <input type="checkbox"/> GSA3 SEA- 59 <input type="checkbox"/> GSA3 - 274 <input type="checkbox"/> Other (explain) <input type="checkbox"/> RS - 258 <input type="checkbox"/> TGSA1 - 80 <input type="checkbox"/> TGSA2 - 30 <input type="checkbox"/> TOUGSA3-96/97 <input type="checkbox"/> TGSA - 254 <input type="checkbox"/> SRS - 21 <input type="checkbox"/> TGSA1 SEA- 89 <input type="checkbox"/> TGSA2 SEA-37 <input type="checkbox"/> TGSA3 - 34/35 <input type="checkbox"/> TGSA - 255 <input type="checkbox"/> SRS - 259 <input type="checkbox"/> GSA1 - 261 <input type="checkbox"/> GSA2 - 265 <input type="checkbox"/> TGSA3 SEA- 39 <input type="checkbox"/> TGSA - 256 <input type="checkbox"/> SRS - 260 <input type="checkbox"/> GSA1 - 262 <input type="checkbox"/> GSA2 - 266 <input type="checkbox"/> GSA3 - 269 <input type="checkbox"/> GSA1B - 290 <input type="checkbox"/> STRS - 31 <input type="checkbox"/> GSA1 - 263 <input type="checkbox"/> GSA2 - 267 <input type="checkbox"/> GSA3 - 270 <input type="checkbox"/> GSA1B - 291 <input type="checkbox"/> DPS - 94 <input type="checkbox"/> GSA1 - 264 <input type="checkbox"/> GSA2 - 268 <input type="checkbox"/> GSA3 - 271 <input type="checkbox"/> GSA1B - 292
Timeframe Reviewed:	Sept, Oct, Dec 2018
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	None
Follow-up Required:	None
Responsibility for Follow-Up:	Not Applicable
Actual Score:	10

Rate Recalculation > GSA3	
Purpose:	To ensure that LPCs are properly applying rates and credits to the appropriate qualifying customers. To provide assurance that credits and rates are being applied appropriately throughout LPC customer base and not applying discriminatory rebates to unqualified consumers.
TVA Contract:	Section 5 (a, b, c)
Source(s):	ESS (FCA and SOA database), ESS (Large Consumer and Summary), LPC retail Invoice
Testing Process:	(1.) A query of the ESS system is completed when "Scorecard Work papers" are created. This query produces the TVA Statement of Amounts data and FCA data for a period covering 2 fiscal years. (2.) RA requests LPC's retail invoice for each customer class available. The invoice selection should include no less than 3 retail invoices covering the seasonal periods ("Transition"; "Summer"; and "Winter"). (In the instance of exceptions, a larger sample may be requested.) (3.) RA applies the supplied invoices to the "Scorecard Work papers" appropriate class tab. This recalculation tests both rate application and approved consumer rates.
Scope:	A retail invoice for each available class code for each of the 3 seasonal periods within the current fiscal year or the latest 4 months of the prior fiscal year.
Scoring:	No exceptions: 10 Points; Deduct 2 points for each exception.
Classes Selected (check all that apply):	<input checked="" type="checkbox"/> STOU GSB - 36 <input type="checkbox"/> TDMSA - 68 <input type="checkbox"/> SMSD - 14 <input type="checkbox"/> GSB - 293 <input type="checkbox"/> MSA - 287 <input checked="" type="checkbox"/> STOU GSC - 38 <input type="checkbox"/> SGSB - 56 <input type="checkbox"/> STP - 99 <input type="checkbox"/> GSB - 294 <input type="checkbox"/> MSA - 288 <input type="checkbox"/> STOU GSD - 90 <input type="checkbox"/> SGSC - 58 <input type="checkbox"/> TDGSA - 66 <input type="checkbox"/> GSB - 295 <input type="checkbox"/> MSA - 289 <input checked="" type="checkbox"/> STOU MSB - 26 <input type="checkbox"/> SGSD - 60 <input type="checkbox"/> COINMSA - 251 <input type="checkbox"/> GSB - 63A <input checked="" type="checkbox"/> STOU MSC - 28 <input type="checkbox"/> SMSB - 02 <input type="checkbox"/> COINMSA - 252 <input type="checkbox"/> GSB - 63B <input type="checkbox"/> STOU MSD - 29 <input type="checkbox"/> SMSB - 08 <input type="checkbox"/> COINMSA - 253 <input type="checkbox"/> GSB - 63C
Timeframe Reviewed:	Sept, Oct, Dec 2018
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	None
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	10
Large Consumer Wholesale/Retail Class	
Purpose:	To assure that LPCs are invoicing large consumers (B,C,D) in the same class code as TVA has broken out on the Wholesale Invoice.
TVA Contract:	Section 5 (a, b, c)
Source(s):	ESS (Large Consumer and Summary), LPC retail Invoice, TVA Wholesale Invoice database (Lodestar)
Testing Process:	(1.) A query of the ESS and Lodestar system is completed when "Scorecard Work papers" are created. This query produces the TVA Wholesale Invoice and ESS classifications of large consumers separated on the wholesale invoice. The query also produces a listing of IMW and greater consumers. (2.) RA uses the sample invoices requested for GSA3 and in the > GSA3 recalculation test. (3.) All separated consumers' class codes and billed kW are reconciled across the ESS and Lodestar system for the entire testing period. (4.) Those consumers whose invoice was pulled in step #2 are reconciled to the ESS and Lodestar systems.
Scope:	The latest 12 month period is used to reconcile the B/C/D class code for ESS and the wholesale invoice. Retail invoices requested from GSA3 and greater selections are used to reconcile.
Scoring:	No exceptions: 15 points; Deduct 1 point for each exception.
Usages Reviewed:	<input checked="" type="checkbox"/> BCD_Classes Tab :Wholesale and Retail Match for BCD <input type="checkbox"/> Manufacturing Certification Forms <input checked="" type="checkbox"/> Embed or on Wholesale Invoice. Review Embed_WI to ensure that consumers are properly categorized for the wholesale bill.
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	None
Follow-up Required:	
Responsibility for Follow-Up:	Not Applicable
Actual Score:	15

<b>Lighting Facilities Charge</b>	
<b>Purpose:</b>	To assure that LPCs are properly invoicing street lighting consumers by recalculating the investment in plant within the LPC's Balance Sheet.
<b>TVA Contract:</b>	Section 5 (a, b, c)
<b>Source(s):</b>	LPC's Journal Voucher/Spreadsheet and Billing System
<b>Testing Process:</b>	(1.) RA reviews either the LPC's Journal Voucher or Recalculation of plant for street lighting. (2.) RA reviews the billing system to assure the change passed through to the retail invoice.
<b>Scope:</b>	Prior fiscal year adjustment.
<b>Scoring:</b>	No exceptions: 10 points; No points if not updated.
<b>Documents requested:</b>	Calculations related to LS Schedule (City of Murfreesboro Street Lighting-Oct 18)
<b>Testing Results:</b>	No Exceptions Noted
<b>Exception(s) if Applicable:</b>	None
<b>Follow-up Required:</b>	None
<b>Responsibility for Follow-Up:</b>	Not Applicable
<b>Actual Score:</b>	10
<b>Rate Review Total</b>	<b>45</b>

Controls	
Exceptions Corrected or Response noted	
Purpose:	To assure that the LPC is using in-house reporting to promptly and accurately detect classification changes to move consumers to the appropriate rate classification.
TVA Contract:	Section 5 (a,b,c)
Source(s):	ESS, Scorecard Database, LPC Statistics
Testing Process:	<p>(1.) A query of the ESS system is completed when "Scorecard Work papers" are created. This query produces consumers who meet certain criteria that indicates exceptions to the class code reported.</p> <p>(2.) RA researches these reports via the Scorecard Database and ESS to remove false positive identifiers.</p> <p>(3.) Remaining exceptions are researched with the LPC's staff.</p>
Scope:	Latest 12 months.
Scoring:	No exceptions: 5 points; Each Exception: deduct 1 point
Exceptions Indicated by Query (check all that apply):	<p>25kWh or greater with no demand (An <input checked="" type="checkbox"/> indicator that the consumer may be pulling more than 50kW).</p> <p><input checked="" type="checkbox"/> Demand with no kWh. (Usually a minimum bill: should be flagged in ESS.)</p> <p>Determination of Demand recalculation. <input checked="" type="checkbox"/> Points to be reduced in ESS reporting or Bill recalculation also in error.</p> <p>Minimum bill recalculation. Points to be reduced in ESS reporting or Bill recalculation (worksheet required) also in error. <input type="checkbox"/></p>
Timeframe Reviewed:	Oct/17 - Jan/19
Testing Results:	No Exceptions Noted
Exception(s) if Applicable:	
Follow-up Required:	none
Responsibility for Follow-Up:	Not Applicable
Actual Score:	5
Controls Total	5





205 N Walnut St  
P.O. Box 9  
Murfreesboro, TN 37133-0009  
Office: 615-893-5514  
Fax: 615-893-8375  
www.MurfreesboroElectric.com

October 23, 2019

**Members of the Power Board:**

I. The following items have been prepared for your **INFORMATION**.

**POSITIONS FILLED SINCE LAST BOARD MEETING:**

<b>TITLE</b>	<b>NEW/REPLACE</b>	<b>FILLED BY/DATE</b>
IT Technician/Administrator	Replacement	Ryan Horony 10. 21.19
Cashier	Replacement	Melissa Barco Chavez 10.28.19
Engineering Technician	Replacement	Nathan Donehue 10.28.19

**POSITIONS BUDGETED OR OPEN FOR FY 2020:**

<b>TITLE</b>	<b>NEW/REPLACE</b>	<b>STATUS</b>
Accountant	New – carryover budget	on hold
Accounting Summer College Intern	New	on hold
Building Superintendent	Replace Kelvin Howse 7.31.19/R	(Kelvin came back p/t to help)
Customer Service Representative	Replace David Galland 1.10.18	on hold
CSR	Replace Norma Autry 5.22.19/R	promoted Marti Garber 5.20.19
Cashier	Replace Marti Garber 5.20.19	Melissa Barco from Temp. to F/T 10.28.19
Dispatch Center Manager	New	on hold
Dispatcher (3)	New	on hold
Electrical Engineer	Replace Jimmy Nguyen 7.19.18	hired Autumn Ferree on 7.8.19
Engineering Technician	New – carryover budget	on hold
Engineering Technician	Replace Justin Stallings 8.30.19	Offered to Nathan Donehue
Engineering – College Interns (3)	New	hired one – Isaac Brunner 6.3.19-8.2.19
IT GIS Analyst	Replace Matt Coram 10.11.19	OPEN – WILL OUTSOURCE
IT GIS Technician	New	on hold
IT Systems Administrator	Replace Marc Peek in Oct. 2018	on hold
IT Systems Analyst	Replace Lisa Knight 11.26.18	on hold
IT Technician	New	on hold
IT Technician/Administrator	(Combined 2 positions)	Offered to Ryan Horony
IT Tech Intern	Replace Peyton Ball 4.26.19	on hold
Operations Engineer	New	on hold
Operations Engineer Manager	Replace Marc Peek 6.4.19	on hold
Purchasing Manager	Replace Diane Simpkins 7.12.19/R	on hold (Diane came back p/t to help)
P/T HR Coordinator, College Intern	New	on hold
Serviceman/Lineman (Second Shift)	Replace Alan Ayers, 4.19.19/R	transferred Lance Jones 4.29.19
Serviceman/Lineman	Replace Lance Jones 4.29.19	promoted Brandon Allen 6.10.19
Truck Driver (Second Shift)	Replace Rick Taylor 8.2.19/R	transferred Renita Haley 8.5.19
Truck Driver (First Shift)	Replace Renita Haley 8.5.19	on hold

Respectfully presented,

Gena S. Dix  
Director of Human Resources

City Projects - 10/16/2019

Primary	Street	Amount of Aid to Construction	Status	Status Notes	Additional Notes
Dejarnette Lane Airport Project	Dejarnette Ln.	\$276,100.00	MED Construction	500 Cu energized. Overhead line removed.	Aid to Construction Paid. <b>Streetlights in MED construction</b>
Jones Blvd	Ridgely Rd to W Northfield Blvd	Design Not Finalized.	Preliminary design.		Waiting on SEC Inc. for finalized roadway plans.
Northfield Blvd Phase 1	Northfield Blvd		<b>MED Construction</b>	<b>MED Pulling in Primary Conductor.</b>	
Old Fort Park Maintenance Building	Old Fort Park	\$1,600.00	Design complete.	Waiting on aid to construction.	As of right now single phase
Rucker Ln	Rucker Ln	No Aid to Construction	Design complete.		Waiting on road project to begin.
Airport Terminal	Airport Rd.	\$30,000.00	Contractor construction.	Waiting on aid to construction.	Two Poles set and existing vaults replaced.
Medical Center Pkwy - LED Streetlights	Medical Center Pkwy	No Aid to Construction	<b>Project Complete</b>		
Fire Station 11	Blaze Dr.	\$6,000.00	Contractor construction.	Waiting on aid to construction.	Two temporaries energized
Siegel Park	Cherry Ln.		Preliminary design.		

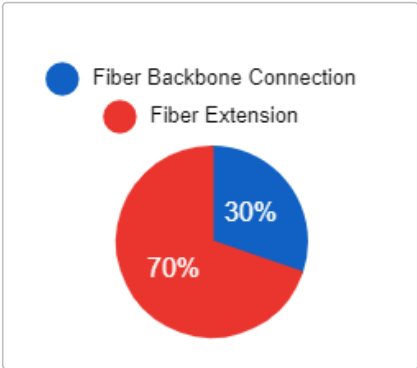
# Fiber Summary - Power Board

	Primary	Street Address	MED WO#	MED WO# Project Cost	Outside Fiber Installed	Inside Fiber Installed	Inside Splicing Complete	Outside Splicing Complete
1	Barfield Park	697 Veterans Pkwy	118727	\$6,235.38	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Cannonsburgh Village	312 S Front St	118675	\$11,381.56	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	City Hall	111 W Vine St	118767	\$98,864.08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	City Training (part of Street Department)	W Main St	119447	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Fire Administration	NW Broad St	118767	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Fire Station 10	2563 Veterans Pkwy	118683	\$9,652.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Fire Station 2	2880 Runnymede Dr	118832	\$15,085.21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Fire Station 3	1511 Mercury Blvd	120122	\$41,561.04	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fire Station 8	1730 E Northfield Blvd	118838	\$4,272.08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Fire Station 9	802 Cason Ln	118795	\$6,145.84	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	McFadden Community Center	211 Bridge Ave	119445	\$24,180.05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Murfreesboro Electric Department	N Walnut St		\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	MWRD Administration	NW Broad St	118767	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	MWRD Engineering Annex	NW Broad St	118767	n/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	MWRD Mill St Water Tower	405 Mill St	119351	\$20,347.28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	MWRD Operations & Maintenance	1725 S Church St	119277	\$10,192.21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	MWRD Stoney Meadow Water Tower	2003 Stoney Meadow Dr	118799	\$72,803.63	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	MWRD Water Plant	5528 Sam Jared Dr	118791	\$11,295.14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	Patterson Park	521 Mercury Blvd	118852	\$31,607.66	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Police Headquarters - Greenland Drive	Greenland Drive	118751	\$21,702.16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21	Police Headquarters - N Highland Ave	N Highland Ave	120482	\$1,849.12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22	Police Precinct	520 E Castle St	118818	\$1,883.35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23	Police Special Operations Unit	906 Industrial Drive	119360	\$7,803.09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24	St. Claire Senior Center	St. Claire St	119472	\$4,324.60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25	Street Department	620 W Main St	119447	\$18,635.58	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26	West Tower Site	Blaze Drive	118839	\$26,499.93	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Fire Station 11 (Future)	Blaze Dr		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Fire Station 4 (New - Future)	Medical Center Pkwy		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Fire Station 4 (Old) / Jones Tower	1311 Jones Blvd	119469	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Fire Station 6	2302 Memorial Blvd	119449	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	MWRD Jones Blvd Water Tower	1130 Jones Blvd	119470	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Rutherford County Sheriff's Office	Molloy Lane	119448	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	SportsCom	McKnight Park - Memorial Blvd	118684	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




**\$446,321.74**  
Total Project Cost

**33**  
Active Projects



**33**  
Under Construction

**0**  
Project Complete

  
Fiber Summary - Power Board



205 N Walnut St  
P.O. Box 9  
Murfreesboro, TN 37133-0009  
Office: 615-893-5514  
Fax: 615-893-8375  
www.MurfreesboroElectric.com

**BOARD COMMUNICATION**  
**MEETING DATE: 10/23/2019**

---

**Item Title:** Replacement Bucket Truck

**Department:** Operations

**Presented By:** Jackie Whitaker, Director of Operations

**Requested Action:**

Motion	<input checked="" type="checkbox"/>
Direction	<input type="checkbox"/>
Information	<input type="checkbox"/>


---

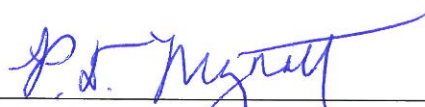
**Background** – In 2010 we purchased a 55' bucket installed on a International Chassis. This unit now has 33,000 miles on the odometer with 9,044 hours on the idle meter. The idle hours can be multiplied by 25 miles/hour to be added back to the mileage on the chassis. That would be equivalent to 259,100 miles on the unit.

**Purpose** – The replacement of a higher mileage and maintenance cost truck with a newer unit. The new unit will also be a material handling truck with a jib crane.

**Fiscal Impact** - The cost is projected in this fiscal year budget (July 2019 to June 2020).

**Recommendation** – MED's staff recommends board approval for the replacement of Bucket Truck for a purchase price of \$236,555.00 from ALTEC Industries Inc. The unit was quoted through NJPA (Sourcewell) Cooperative Purchasing Program.

Submitted by:   
Jackie Whitaker, Director of Operations

Reviewed and approved for Board's package by:   
P.D. Mynatt, General Manager



Quoted for: Murfreesboro Electric Department  
 Customer Contact:  
 Phone: / Email:

Quoted by: Eric Walker  
 Phone: / Email: 540-966-0740 / eric.walker@altec.com  
 Altec Account Manager: Brad Bass

**REFERENCE ALTEC MODEL**

AA55	Non-Overcenter Aerial Device with Material Handling (Insulated)	\$176,062
------	---	-----------

**(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)**

1	AA55-ESR	Extended Side Reach	\$4,411
---	----------	---------------------	---------

**(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)**

1	OH	Hydraulic Oil Heater, 12V, Adjustable Temperature Range With Programmable Contr	\$1,455
2	MCR1	JIB ADAPTER. Jib adapter is for Altec 4.1" x 4.1" Square Jibs (Square to Round Con	\$580
3	MCR	MULTIPLE CONDUCTOR ROLLER. Attaches to End of Jib for Lifting Phases.	\$492
4	DP	Dica Pads and Pad Holder - 24" x 24" x 1", With Rope Handle (Pair)	\$633
5	CH	Cone Holder, Fold Over Post Style	\$277
6	CH	Cone Holder, Fold Over Post Style	\$277
7	BK	WATER CASK (Includes Bracket)	\$206
8	SPOT3	FOUR (4) POINT STROBE SYSTEM (LED)	\$561
9	SPOT2	TWO (2) DECK-MOUNTED SPOTLIGHTS. Mounted on Boom Support to Illuminate t	\$528
10	SPOT6	Remote Spot Light, LED, Permanent Mount, With Wireless Dash Mounted Controls A	\$709
11	SPOT6	Remote Spot Light, LED, Permanent Mount, With Wireless Dash Mounted Controls A	\$709
12	LTC	LOWER TOOL CIRCUIT	\$374
13	T10	TELESCOPIC JIB EXTENSION;3.00 IN DIA;36.69 IN L;7 ADJUSTABLE HOLES;;;	\$506
<b>SOURCEWELL OPTIONS TOTAL:</b>			<b>\$187,780</b>

**(B.) OPEN MARKET ITEMS (Customer Requested)**

1	UNIT	Platform Elevator, Custom Unit Color, Outriggers with Fold Up Shoes, Boom Out of Stow Sensor	\$9,350
2	UNIT & HYDRAULIC ACC	Ergonomic Bucket Pad, Scuff Pad	\$250
3	BODY	Custom Body	\$11,257
4	BODY & CHASSIS ACC	Frame Rail/Subbase Storage, Cable Step, ICC with Grip Strut Steps, Sight Rods, D-Rings	\$3,337
5	ELECTRICAL	Directional Light Bar, Underbody Lights, Grounding Reel, Brigade 360 Backup Camera, Inverter 2000, Pure Sine Wave, PTO Hour Meter, Outrigger out of Stow	\$9,095
6	FINISHING	Reflective Tape, DOT Inspection	
7	CHASSIS	2021 Freightliner M2-106, 39K GVWR, Cummins, L9, 330HP	\$11,867
8	OTHER	Extended Warranty for Travel, Labor, Material - 2 years	\$2,719
<b>OPEN MARKET OPTIONS TOTAL:</b>			<b>\$47,875</b>

**SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$235,655**

**Delivery to Customer: \$900**

**TOTAL FOR UNIT/BODY/CHASSIS: \$236,555**

**\*\*Pricing valid for 45 days\*\***

**NOTES**

**PAINT COLOR:** White to match chassis, unless otherwise specified

**WARRANTY:** Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90) days warranty for travel charges (Mobile Service) Limited Lifetime Structural Warranty. Chassis to include standard warranty, per the manufacturer.

**TO ORDER:** To order, please contact the Altec Account Manager listed above.

**CHASSIS:** Per Altec Commercial Standard

**DELIVERY:** No later than **330-360** days ARO, FOB Customer Location

**TERMS:** Net 30 days

**BEST VALUE:** Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

**TRADE-IN:** Equipment trades must be received in operational condition (as initial inspection) and DOT compliant at the time of pick-up. Failure to comply with these requirements, may result in customer bill-back repairs.

**BUILD LOCATION: Roanoke, Va**

Murfreesboro Electric AA55E Sourcewell



205 N Walnut St  
P.O. Box 9  
Murfreesboro, TN 37133-0009  
Office: 615-893-5514  
Fax: 615-893-8375  
[www.MurfreesboroElectric.com](http://www.MurfreesboroElectric.com)

## MEMORANDUM

DATE: October 23, 2019  
TO: Power Board Members  
FROM: P.D. Mynatt, General Manager   
SUBJECT: Longevity Pay

---

### Background

Longevity pay is a means by which long-term full-time employees can be rewarded based on years of continuous service. To be eligible for longevity pay, the employee must be actively employed as a full-time employee, or on an approved leave and expected to return to work, on December 1 and possess a minimum of five (5) years of full-time employment with MED. Years of service will be counted with anniversary dates through November. Longevity Pay has been frozen at \$70 for each year of service since 2009.

### Recommendations

Management recommends the Power Board approve awarding longevity pay of \$70.00 for each year of service for employees with five (5) or more years of service.


### Fiscal Impact

The overall cost associated with awarding longevity pay is \$61,460.00 and was included in the 2019-2020 budget.



205 N Walnut St  
P.O. Box 9  
Murfreesboro, TN 37133-0009  
Office: 615-893-5514  
Fax: 615-893-8375  
[www.MurfreesboroElectric.com](http://www.MurfreesboroElectric.com)

## MEMORANDUM

DATE: October 23, 2019  
TO: Power Board Members  
FROM: P.D. Mynatt, General Manager   
SUBJECT: \$50 Holiday Gift Cards

---

### Background

Awarding \$50 gift cards during the holiday season has been a way for MED to show appreciation to all employees.

### Recommendations

Management recommends the Power Board approve awarding \$50.00 gift cards to all employees of MED.

### Fiscal Impact

The overall cost associated with awarding \$50.00 gift cards to all employees is \$4,300.00 and was included in the 2019-2020 budget.